Child Care Leave Checklist

 There is 30 to 40 days of sick time available from the date the baby is born unless the doctor's note indicates additional time is needed.
 FMLA 12 weeks begins when employee goes out with pregnancy related disability.
 A note from the doctor should be sent to the District Office when leaving to have the baby.
 Call the Human Resource department at 869-3576 ext. 2474 when baby is born to assist in calculating your 30-40 days.
 If warranted, a letter from doctor indicating extension of sick time after 30-40 days should be sent to Human Resource department.
 Send a letter to the Human Resource Department requesting a leave. State the beginning and ending dates of leave.
 Send a letter to the Human Resource Department requesting a leave extension (if necessary).
Please call the District Office Human Resource Department at

Please call the District Office Human Resource Department at **869-3576 ext. 2474** if you have any questions.